

**FY2007 Application**  
**Folk Arts Project Grant Program**  
**Intent to Apply Deadline: March 1, 2006**  
**Application Deadline: March 31, 2006**

**THIS FORM MUST BE TYPED.** No handwritten applications will be accepted. Please refer to the guidelines/instructions.

<b>APPLICANT INFO.</b>  US Congressional District _____ KY Senate District _____ KY Congressional District _____  To lookup district info, use <a href="http://www.vote-smart.org">www.vote-smart.org</a> or Call your County Clerk's office.	Legal Name	Federal Employer ID #
	Doing Business As (DBA), if applicable	
	Street Address	
	City	State      Zip Code - Plus 4      County
	Director/Administrator Salutation      Director/Administrator Name & Title <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.	
	Daytime Phone #	Second Phone #      FAX #
	Web Address      E-Mail Address	
<b>SECONDARY APPLICANT</b> (MUST check one <input type="checkbox"/> below)  <input type="checkbox"/> Fiscal Agent for APPLICANT <input type="checkbox"/> Not applicable	Legal Name	
	Federal Employer ID #	
	Street Address	
	City	State      Zip Code - Plus 4      County
	Director/Administrator Salutation      Director/Administrator Name & Title <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.	
Phone #      Fax #      E-Mail		
Has your organization ever applied to this program before? <input type="checkbox"/> YES      If so, list year _____ <input type="checkbox"/> NO		
<b>PROPOSAL</b>	Project Title (short phrase)	
	Project Begin Date	Project End Date      Amount Requested      Match Amount
	# of Individuals who will benefit: Youth      Adult	# of Artists Participating:      Total KAC funding Last Year (all categories):
	Contact Person Salutation      Contact Person Name & Title <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.	
	Phone #      Fax #      E-Mail	
<b>KAC Staff Use ONLY</b>		
FY: <b>2007</b>	APP #: _____	CLIST #: _____
App Status: _____	App Institution: _____	App Discipline: _____
Project Disc: _____	Activity: _____	Project Race: _____
AIE Percent: _____	AIE Description: _____	Project Descriptors: _____
Grant Program: <b>FAP</b>	Grantee Race: _____	Date Received: _____

<b>Grantee Race / Ethnicity:</b> Check only One <input type="checkbox"/> that best represents 50% or more of staff or board or membership (not audience)	<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> White																								
<b>Activity Race / Ethnicity:</b> Check only One <input type="checkbox"/> that best represents who the grant or activity is intended to involve.	<input type="checkbox"/> Asian Individuals <input type="checkbox"/> Hispanic / Latino Individuals <input type="checkbox"/> Native Hawaiian / Pacific Islander Individuals <input type="checkbox"/> NO Single Group <input type="checkbox"/> Black / African American Individuals <input type="checkbox"/> American Indian / Alaska Native Individuals <input type="checkbox"/> White Individuals																								
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<b>Applicant Institution</b> _____ <i>If using a paper version of this form, please refer to Application Instructions for code numbers</i>	Please choose <b>ONE</b> (click the " " to the left of a category to expand group information & obtain a code number.) <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;">  Community Organizations   Councils / Service Groups   Educational Institutions         </td> <td style="width: 33%; vertical-align: top;">  Government   Media   Performing Groups         </td> <td style="width: 33%; vertical-align: top;">  Venues / Presenters   Other         </td> </tr> </table>	Community Organizations Councils / Service Groups Educational Institutions	Government Media Performing Groups	Venues / Presenters Other																					
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**Project Budget**

This is a critical part of the application. Please be as specific as possible in showing appropriate details of the project budget. Indicate where KAC funding will be spent with an asterisk (\*) next to that amount. If necessary, attach an additional itemized budget page immediately following this page. The suggested maximum for this grant request is \$3000 and may not exceed one-half of the Total Expenses of the Project Budget. The required income match amount may consist of cash and in-kind contributions but at least 75% of non-Arts Council income must be cash (e.g. with a \$3000 Grant Request a cash match of at least \$2250 is required). In-kind amounts may consist of applicant staff salaries and donated goods or volunteer services provided by other person or organization. **In-kind amounts must be shown in the Project Budget as both Income and Expenses.**

	Cash	In-Kind
<b>Income</b>		
Grant Request	\$ _____	
Your Match (equal to, or greater than, the grant request; list sources and amounts)		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Income	\$ _____	
<b>Expenses</b>		
Artists' Fees		
_____	_____	_____
_____	_____	_____
Other Salaries or Independent Contractors' Fees		
_____	_____	_____
_____	_____	_____
Production Expenses (e.g., costumes, sets and props, supplies)		
_____	_____	_____
_____	_____	_____
Marketing Expenses (e.g., graphic design, printing, postage)		
_____	_____	_____
_____	_____	_____
Travel (e.g., airfare lodging, meals)		
_____	_____	_____
_____	_____	_____
Other (please list)		
_____	_____	_____
_____	_____	_____
Total Expenses	\$ _____	

**Total income should equal total expenses. Please round off all figures to the nearest dollar.**

**\*Proposed use of KAC grant funds.**

## ***Instructions for Completing Narrative***

To assist panelists in reading your application, duplicate the number and title of each performance expectation. For example, type "**1. Artistic Excellence/Cultural Significance**" before your response to #1. Place the organization's name and the words "Folk Arts Project Grant" in the upper right-hand corner of each page.

## ***Narrative Outline***

Please respond to the Introduction and the Performance Expectations below on **four pages or less**. Be sure to include complete information on each bulleted item when writing your narrative.

**Introduction: The purpose of this description is to give the panel an overview of your organization and your project.**

### **Description of your Organization**

- Describe your organization, its history, the role it serves in your community, its current mission and how this project proposal relates to the mission. Include past and projected programs, and any other relevant accomplishments.

### **Description of your Folk Arts Project**

- Describe the folk or traditional art form that is being presented.
- Describe the specific project for which you are requesting KAC support, including activities and a timeline.

## ***Performance Expectations***

### **1. Artistic Excellence/Cultural Significance (25%)**

- Describe how the selected folk artist(s) represents the folk art or tradition being presented in this application. Include relevant biographical information on these artists.
- Demonstrate the excellence of the folk artist(s) using work samples (*Note: if the artists are designated in the Kentucky Arts Council's Performing Arts Directory as a Folklife roster artists, they are exempt from the work sample requirement. If this is the case, please note this in your narrative. See page 9 of the Directory for a list of these artists- <http://artscouncil.ky.gov/pad2006.pdf>.*)
- Describe how this project will build audience's awareness of and appreciation for folk arts and traditions.

### **2. Interpretation and Presentation (25%)**

- Describe how folk artist(s) will be presented in a way that will educate the audience regarding the significance of their cultural context (examples: written material, stage introduction, school programs, interpreters, etc.)
- Describe how the represented folk group will be involved in the planning and interpretation of their cultural tradition throughout the project.

### **3. Planning and Implementation (25%)**

- Describe the planning process for this project inclusive of the support of community representatives and specific cultural experts (folklorists, community scholars, local historians, etc.) as applicable.
- Outline a realistic timeline that coincides with project grant request.
- Describe your ability to achieve this project financially including securing matching funds and spending details. (*Note: application budget page should also reflect these elements*)
- Describe how the project will be publicized.

### **4. Gathering and Responding to Evidence (15%)**

*To assess the impact of the Folk Arts Project Grant upon all participants, you will gather evidence throughout the planning, implementation, and follow-up to the project to determine progress, and to learn about and improve upon the work being done. Effective assessment will include a combination of quantitative (measured by quantity or amount) and qualitative (measured by quality or kind) measures which may include, though not be limited to, surveys, community feedback, anecdotal observation, staff and board assessment, etc. Documentation may include such things as printed materials, photographs, working documents and notes, media coverage, etc.*

- Describe your plan for self-assessment and feedback throughout the project.
- Describe the process and tools you will use to gather ongoing data about the impact of the folk arts project on all participants.
- Describe your plan for documenting, assessing, and evaluating the project's success, including reporting methods.
- Describe how knowledge gained throughout the project will be used to continue the promotion and education of folk arts and/or folklife.

### **5. Cultural Diversity and Accessibility (10%)**

- Describe how the project addresses the cultural diversity of your community.
- Describe how your project may reach new or broader audiences and specify what parts of the community might become part of your organization or audience as a result.
- Demonstrate an understanding of disabilities which may be encountered and describe strategies to ensure that everyone is served.

## ***Application Checklist***

**Include this application checklist as the first page of your application package.**

Your application is not complete and will not be forwarded to the panel for review if it does not include the following mandatory information:

**One signed original of the following:**

- ☐ Folk Arts Project Application and narrative
- ☐ Resumes or bios of project administrators and consultants (1 page maximum each)
- ☐ Financial statement (including income and expense statement, and balance sheet) or audit for last year (most recently completed fiscal year)
- ☐ This year's operating budget
- ☐ Copy of IRS Determination Letter (All applicants must provide their IRS Determination Letter.)

**Two copies of the following:**

- ☐ Attach sample brochures, programs, flyers, press releases, feature articles, and other supporting materials that will help give the granting panel a sense of your organization
- ☐ Board members list and bios

**If you would like acknowledgement of receipt of your application please enclose a**

- ☐ self-addressed, and stamped #10 envelope ***OR***
- ☐ provide an email address: \_\_\_\_\_

**If you would like return of support materials, please enclose a**

- ☐ self-addressed, AND stamped mailer for support materials (minimum 6" x 9")

## ***Application Signatures***

*I certify that I am legally authorized to submit this application on behalf of the Organization and that all statements and enclosures herein are true and complete to the best of my knowledge.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**All signatures must be in RED ink.**

Applicant (Type Name) \_\_\_\_\_

## ***Mailing Address for Completed Application***

Kentucky Arts Council  
21<sup>st</sup> Floor, Capital Plaza Tower  
500 Mero Street  
Frankfort, KY 40601-1987